

**MAYOR AND CITY COUNCIL
CITY OF SEAT PLEASANT
REGULAR WORK SESSION
MONDAY, JANUARY 3, 2011
6:00P.M.**

1. OPENING

1.1.1 Call to Order

Council President Gatling called the meeting to order at 6: 00p.m.

1.1.2 Roll Call

Present: Councilmember Latasha Gatling, Mayor Eugene Grant (Absent), Councilmember Darrell Hardy, Councilmember Kelly Porter, Councilmember Gerald R. Raynor, Sr., Councilmember Elenora Simms, Councilmember Aretha Stephenson, Councilmember Reveral Yeargin

Staff: Robert Ashton, Acting City Administrator, Dashaun N. Lanham, City Clerk

1.1.3 Invocation and Pledge of Allegiance:

The invocation was given by Councilman Yeargin

1.1.4. Approval of Agenda

It was motioned by Councilmember Raynor and seconded by Councilmember Stephenson to approve the agenda. The motion carried.

2. PRESENTATIONS:

2.1. ShoreScan:

- Ken Carlsen, President of ShoreScan presented to the City Council the program to scan and store the documents on behalf of the City.
- He stated that the program is a green initiative because it doesn't require boxing and shipping of paperwork.
- Ken stated that the program is internet based and can be accessed from your home.

- He stated that all files are backed daily and you will receive an encrypted CD every month of the backup data.
- Councilman Porter asked Mr. Ashton and Mrs. Lanham if they had any questions or recommendations to the City Council regarding the system.
- Mrs. Lanham stated that Mr. Carlsen had presented the program to them and she felt the program was user friendly. She particularly liked the accessibility of the program in comparison to the current program.
- Mr. Ashton stated that he agree with Mrs. Lanham. However, he wanted Mr. Carlsen to explain the financial aspect of the program.
- Mr. Carlsen explained the start up cost and fee schedule for the program.
- Councilman Yeargin wanted to know if the documents would be secure due to leakage of WIKI. Ken stated that the program was secure in accordance to the Federal guidelines
- Councilwoman Stephenson wanted to know if we will need his assistance on storage of our computers. Ken stated that you can purchase a back up drive.

3. LEGISLATION

- None

4. REPORTS

4.1. Mayor's Report:

- Mayor Grant was absent and no report was submitted.

4.2. City Administrator Report:

- Robert Ashton, Acting City Administrator Report: Mr. Ashton stated that the Council has passed their blessing on the Public Works vehicle, salt spreader, and snow plow. Fred Sussman has finished reviewing the lease purchase agreement for the equipment.
- The Senior Green program was conducted with the remaining of the Community Legacy Grant. The installation of appliances will begin on Wednesday, January 5, 2011. The Ribbon Cutting Ceremony will be held on January 13, 2011. The City Clerk will provide the council with the time. We had \$30,000 remaining and the Senior Green Program utilized \$15,000.00. We will have a phase II, which has been approved by the State of Maryland.

- Bond Bill-He has received the appraisal and it will be provided to the City Council. It shows more than enough monies for the Bond Bill
- Budget Process- He met with the Departments in December and he will provide us with guidelines on January 7, 2011.
- The budget submissions are due from the department heads on February 1, 2011.
- He hopes the Mayor will submit the budget to you on April 1, 2011.
- He asked the City Council to think of the dates for the Public Hearing
- Internal Audit report will be submitted to the City Council this week
- FY2011 Budget-He will submit the six (6) months in review to the City Council by January 18, 2011
- Multi Craft Construction-Ordinance has passed and they have begun the process.
- We passed the Competitive bid resolution on December 20, 2010.

- **Council Committee Reports:**

4.3B Councilwoman Stephenson stated that she met with Councilman Porter and Mr. Ashton today and Mr. Ashton informed her that the Council will be receiving their six (6) months actual on January 18, 2011, budget instructions will be provided on February 1, 2011. The External Audit report was received on December 30, 2010 and the Council should be receiving their report this week. The Internal Audit will begin this week.

4.3C Governmental Affairs & Technology Committee-

- Councilman Porter, Chair of the Governmental Affairs & Technology Committee stated that they had a brief meeting today regarding acquisition of laptops for the Council Chambers. They have decided to get another proposal to be presented in the FY2012 budget.

5. NEW BUSINESS

5.1. Shredding Day-

- Councilwoman Stephenson presented the City Council with an e-mail she received from a vendor. She stated that she GRM is willing to conduct the service for free on a Saturday. We are awaiting a proposal from Bates and it will be presented to the Council upon receipt.
- She proposes that the Shredding Day/Spring Cleaning Day be at City Hall.
- She will present additional information to the Council next month.
- Councilman Yeargin wanted to know where GRM was based. Councilwoman Stephenson stated they are based out of Capitol Heights.

- Councilman Porter stated that we need to consider the time limit the company will provide for the services. Councilwoman Stephenson stated that the shredding will be based on tonnage and will have the residents bring a certain amount of information to be shredded.

5.2. City Administrator Advertisement-

- Councilwoman Stephenson stated that everyone should have received the corrected e-mail from Mrs. Lanham.
- She stated that she was concerned about the language in advertisement.
- She wanted to know if anyone had questions about the advertisement. The City Council did not pose any questions on the advertisement.
- She stated that the corrected Advertisement was presented and now being advertised accordingly.

6. UNFINISHED BUSINESS:

6.1. None

7. ANNOUNCEMENT

7.1. Crime Prevention Training, Saturday, January 8, 2011; City Hall-Council Chambers 9:00a.m.-1:00p.m.

7.2. Public Session, Monday, January 10, 2011, City Hall-Council Chambers at 7:00p.m.

7.3. Maryland General Assembly Opening Session, Wednesday, January 12, 2011 in Annapolis, MD, at 9:00a.m.

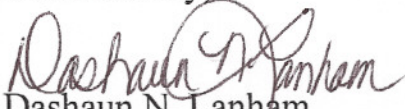
7.4. Maryland Municipal League Legislative Reception, Wednesday, January 12, 2011, Annapolis Inn, Annapolis, MD at 5:00p.m.

7.5. Sub Region IV Meeting, St. Margaret's Church, Wednesday, January 19, 2011 at 6:30p.m.-8:30p.m.

7.6. Cereta Lee, Register of Wills, Will Preparation, City Hall-Council Chambers, Wednesday, January 26, 2011 at 10:00a.m.

ADJOURN-The meeting adjourned at 7:35 p.m.

Submitted by,



Dashaun N. Lanham

City Clerk